

**CONFIDENTIAL**

DD/A Registry  
76-3684

23 JUL 1976

DD/A Registry  
File *Pursuant-3*

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Chairman, Suggestion and Achievement  
Awards Committee

SUBJECT : Suggestion and Achievement Awards  
Performance -- Fiscal Year 1976

1. This memorandum submits for your signature letters of commendation to the Director of Communications and Director of Logistics for Fiscal Year 1976 Suggestion and Achievement Awards Program accomplishments.

2. Performance highlights for the Directorate of Administration were:

Eligible Suggestions Submitted . . . . .	168
Suggestions Adopted. . . . .	62
Adoption Rate. . . . .	37%
Awards Paid. . . . .	\$12,140

Special Achievement and Exceptional Accomplishment Award Nominations Approved. . . . .	7
Awards Paid. . . . .	\$6,850

Agency employees initiated 545 suggestions during Fiscal Year 1976, 92% or 503 of which were eligible. This new eligibility record is indicative of the improved quality of suggestions. Directorate of Administration employees led the Agency with 62 adopted suggestions and awards of \$12,140. The total amount of suggestion awards paid to Agency employees was \$29,580. Your adoption rate of 37% exceeded the overall Agency rate of 31%. Other adoption rates were: Directorate of Operations, 20%; Directorate of Intelligence, 49%; and Directorate of Science and Technology, 24%. The most recent Government-wide average adoption rate was 26%.

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SUBJECT: Suggestion and Achievement Awards  
Performance -- Fiscal Year 1976

A total of 32 Special Achievement and Exceptional Accomplishment Award nominations were received from throughout the Agency during Fiscal Year 1976. Awards totalling \$39,560 were paid for 31 approved cases.

3. The performance figures for the Agency are attached as a matter of interest to you and your Office Heads.

4. Your signature is requested on the attached letters.

[Redacted Signature Box]

F. W. M. Janney

25X1A

Atts

**CONFIDENTIAL**

C-O-N-F-I-D-E-N-T-I-A-L

SUGGESTION AND ACHIEVEMENT AWARDS PROGRAM  
SPECIAL ACHIEVEMENT AND EXCEPTIONAL ACCOMPLISHMENT AWARDS REPORT  
FISCAL YEAR 1976

Component	Received	Declined	Adopted	Adoption Rate	Amount Paid	Average Cash Award
<u>Directorate of Administration</u>						
OC	4	-	4	100%	\$ 5,000	\$1,250
OTR	1	-	2	200%	850	425
OL	1	-	1	100%	1,000	1,000
	<u>6</u>	<u>-</u>	<u>7</u>	117%	<u>\$ 6,850</u>	<u>\$ 979</u>
<u>Directorate of Operations</u>						
25X1A [ ]	1	-	1	100%	\$ 1,500	\$1,500
SE	1	-	1	100%	3,000	3,000
NE	1	-	1	100%	750	750
EA	7	-	7	100%	10,450	1,493
25X1A SS	2	-	2	100%	1,300	650
[ ]	2	-	2	100%	2,500	1,250
LA	2	-	2	100%	4,500	2,250
EUR	1	1	-	-	-	-
AF	1	-	1	100%	1,200	1,200
	<u>18</u>	<u>1</u>	<u>17</u>	94%	<u>\$25,200</u>	<u>\$1,482</u>
<u>Directorate of Intelligence</u>						
STATSPEC OSR	1	-	1	100%	\$ 960	\$ 960
[ ]	2	-	2	100%	3,250	1,625
	<u>3</u>	<u>-</u>	<u>3</u>	100%	<u>\$ 4,210</u>	<u>\$1,403</u>
<u>Directorate of Science and Technology</u>						
ODST	1	-	1	100%	\$ 300	\$ 300
OTS	1	-	2	200%	2,000	1,000
OWI	1	-	-	-	-	-
OSI	1	1	-	-	-	-
	<u>4</u>	<u>1</u>	<u>3</u>	75%	<u>\$ 2,300</u>	<u>\$ 767</u>
IDR*	1	-	1	100%	\$ 1,000	\$1,000
TOTALS	32	2	31	97%	\$39,560	\$1,276

\*Denotes Interdepartmental Referral.

C-O-N-F-I-D-E-N-T-I-A-L

E2 IMPDET CL  
BY 060128

SUGGESTION AND ACHIEVEMENT AWARDS PROGRAM  
SUGGESTION REPORT  
FISCAL YEAR 1976

Component	Eligible	Suggestions Declined	Adopted	Adoption Rate	Certificates	Cash Awards	Amount Paid	Average Cash Award
<b>Office of the Director</b>								
OIG	1	1	-	-	-	-	-	-
IC	1	1	-	-	-	-	-	-
COMP	2	1	1	50%	-	1	\$ 25	\$ 25
	4	3	1	25%	-	1	\$ 25	\$ 25
<b>Directorate of Administration</b>								
ODDA	7	4	1	14%	1	-	-	-
OC	67	41	15	22%	2	13	\$ 3,085	\$ 237
OTR	12	5	5	42%	-	5	1,050	210
OF	11	7	3	27%	-	3	260	87
OP	12	7	8	67%	1	7	2,560	366
OL	27	11	20	74%	4	16	3,810	238
OS	27	17	9	33%	-	9	775	86
ODP	5	2	1	20%	-	1	600	600
	168	94	62	37%	8	54	\$12,140	\$ 225
<b>Directorate of Operations</b>								
	2	2	1	50%	-	1	\$ 100	\$ 100
SE	5	3	1	20%	-	1	1,200	1,200
NE	7	5	2	29%	1	1	25	25
PS	4	3	-	-	-	-	-	-
EA	13	9	4	31%	-	4	225	56
SS	19	11	5	26%	1	4	500	125
OPS	10	7	1	10%	-	1	75	75
DCD	7	3	-	-	-	-	-	-
	6	3	2	33%	2	-	-	-
LA	6	4	-	-	-	-	-	-
EUR	8	6	-	-	-	-	-	-
AF	-	-	2	-	-	2	175	88
CCS	1	1	-	-	-	-	-	-
	88	57	18	20%	4	14	\$ 2,300	\$ 164
<b>Directorate of Intelligence</b>								
IAS	5	-	1	20%	-	1	\$ 50	\$ 50
OSR	5	5	-	-	-	-	-	-
OCI	5	3	1	20%	-	1	50	50
CRS	23	7	13	57%	1	12	1,185	99
OPR	1	1	1	100%	-	1	75	75
	10	5	8	80%	-	8	2,420	303
ORR	2	-	2	100%	1	1	50	50
CGAS	3	3	-	-	-	-	-	-
OPCE	1	1	-	-	-	-	-	-
OGCR	-	-	1	-	-	1	105	105
	55	25	27	49%	2	25	\$ 3,935	\$ 157
<b>Directorate of Science and Technology</b>								
ODST	6	3	1	17%	-	1	\$ 700	\$ 700
ORD	15	10	5	33%	-	5	520	104
ODE	7	5	2	29%	-	2	235	118
OTS	49	24	10	20%	1	9	2,510	279
OWI	18	13	1	6%	1	-	-	-
NPIC	83	38	24	29%	4	20	6,465	323
OSI	3	1	1	33%	1	-	-	-
OEL	3	2	1	33%	-	1	150	150
	184	96	45	24%	7	38	\$10,580	\$ 278
IDR*	4	4	1	25%	-	1	\$ 600	\$ 600
TOTALS	503	279	154	31%	21	133	\$29,580	\$ 222

\*Denotes Interdepartmental Referral.

\*\*Plus 42 ineligible suggestions processed and closed by the Executive Secretary; GRAND TOTAL 545 suggestions received.

\*\*\*Plus 112 prior year suggestion; GRAND TOTAL 391 declined case actions during Fiscal Year 1976.

**CONFIDENTIAL**

76-2045

Registry  
76-3687

23 JUL 1976

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Approved For Release 2002/05/01 : CIA-RDP79-00498A000500030004-9

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	X	CONFIDENTIAL	SECRET
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Administration		
2	7D 26 Headquarters		
3	AEO-DDA	7/28	B
4	ADD/A	24 JUL 1976	
5	DDA		
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b> <p><i>Rel,</i>  <i>Please make</i>  <i>disturb</i>  27 JUL 1976  <i>done</i> 7/27/76 / <i>dm</i></p>			
<b>FOLD HERE TO RETURN TO SENDER</b>			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Chairman, Suggestion and Achievement Awards Committee, 5E 58 Hqs.			23 JUL 1976